

ROUTING AND TRANSMITT. SLIP

Date

9-19-83

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. ~~AC/PPG~~ AC/PPG

2. C/PPG

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

An update on the items

was to discuss with Mr. Fitzwater on Thursday, 15 Sep 83.

3-4: These are items you may wish to "track" as background for the OS and DDA Quarterly

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

☆ GPO : 1981 O - 361-529 (148)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

15 SEP 1983

MEMORANDUM FOR: Director of Security ~~XXXX~~
FROM: [redacted]
Deputy Director of Security (P&M)
SUBJECT: DDA Discussion Items

Bill:

I would suggest the following items for discussion with the DDA on 15 September 1983:

- * The New Polygraph School: The renovations are complete, and a visit is appropriate.
- * [redacted] Clerical Pay: Both OS and OD&E have serious problems on the [redacted] See the attached material.
- * ODP Assignee to the Office of Personnel: There is great potential in the computer area in terms of the Applicant Processing Communications System, and OP surely needs an ODP careerist. Early indications are that they want to draw fully on our man, [redacted] [redacted] This is a Directorate problem.
- * Security Awareness: The briefings of CI Staff on 15 September went well, except for the fact that [redacted] is resurrecting the "cohabitation" issue and made it known that an Agency directive should be issued.

Attachment



POINTS FOR DISCUSSION BETWEEN D/S AND DDA ON 15 SEP 83

° Updated Termination Statistics

° CY 1982

° CY 1983

° Breakdown (CY 83)

Drug Issues
Sexual Behavior Problems
Criminal and Dishonest Issues
Gross Suitability Issues
Mishandling Classified Information

STAT

STAT

° Clerical Pay (see attached draft memorandum)

° Systems Working Group (see attached tasking Memorandum). OP has not identified an ODP person to handle the OP portion of the effort. the OS ADP representative from ODP is having to devote almost all of his time to establishing the OS/OP interfaces on this priority activity.

° A planning meeting with the CFO Wang site survey team members is scheduled for next Wednesday, 21 September. The team will conduct its survey during the week of 3 October.

° We are considering ways to provide formal CRAFT training classes for personnel scheduled for overseas assignment. Such training could be provided to large groups Headquarters.

° We are taking a look at scheduling Regional CRAFT Seminars to provide training to personnel already overseas who have not be CRAFT-trained at Headquarters.

15 September 1983

NOTE TO FRED:

1. Attached is the info of the Applicant Processing Communications System (APCS) as requested. Please note as per our conversation and my conversation with Skip that it is too early at this time to predicate the amount of effort which will be required on my part. All I can say at this point is that it has the potential of absorbing a good deal of my time during the September through January timeframe. Also, [redacted] stated in his opening comments to the group that this effort was to have "top priority."

2. The group has met twice so far and another meeting is planned for next week. The first two established the overall responsibilities and identified the working group members:

ODP/QAD
OMS
OP
OS

Our responsibilities were defined as:

- Document current flow/functions September
- Define office level user requirements October
- Develop coordinated/consolidated APCS user requirements November

3. The amount of effort required will depend on the scope, documentation standards adopted, and the level of detail expected. I was able to use Dottie's paper for documenting OS's current flow/functions (Requirements for Office Automation, dated October 1982). This will be presented to the APCS team members next week. The remaining two tasks will have to be developed from scratch and will require considerable effort.

4. As you can see, the proposed timeframe overlaps with the CFO activities and [redacted] move. Perhaps we may be able to minimize our effort by addressing only those interface requirements needed for SIMS and insisting that OP take the lead/responsibility for developing the overall requirements.

STAT

5. of OP are the ADP Control Officers. OP has not, to my knowledge, identified an ODP person to handle their requirements.

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INITIAL TEAM MEETING FOR ESTABLISHING
"APPLICANT PROCESSING COMMUNICATIONS SYSTEM"

23 August 1983

I. Team Participants

Extension

Chairperson:

DDA
DDI
DDO
DDS&T
OC

ODP
* OMS
OP
OS
* OS

*APCS Working
Group meeting*

II. Initial Objective

Prepare proposal for a consolidated applicant tracking and information system to be used primarily by OMS, OP, and OS with other offices having access to selected data.

III. Background and Ad-Hoc Discussions of General Requirements/ Applications

IV. Initial Tasking

Identify a Sub-Chairman and a requirements working group.

Establish working group meeting.

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APCS WORKING GROUP

23 August 1983

*Working Group
Responsibilities*

- I. OFFICE LEVEL USER REQUIREMENTS *Sept. - Oct time frame*
- IA. DESCRIPTION OF CURRENT FLOW/FUNCTIONS PERFORMED BY OFFICE COMPONENTS *"*
- II. COORDINATED/CONSOLIDATED APCS USER REQUIREMENTS *Nov time*
- III. SYSTEM REQUIREMENTS *Dec.*
- IV. RESOURCE REQUIREMENTS *Jan.*

Review OS Capr Requirements
System Interfaces

Personnel Recruitment
Field Office Requirements

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

83-3487

Applicant Processing Communications System

FROM:

EXTENSION

NO.

DATE AUG 1993

Director of Personnel
5E58 Headquarters

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Security
4E60 Headquarters

2. C/PPG

8/5/83

①

3. DD/PPM

9/5/83

①

4. DD/S

5 AUG 1993

15/83

X

5. D/S

5 AUG 1993

6. Add/PS I

8/8

X

7. DO/S

8 AUG 1993

see

8. D/S

8/10/83

X

9. [blank]

10. [blank]

11. [blank]

12. [blank]

13. [blank]

14. [blank]

15. [blank]

Per conversation with DD/PPM, I would nominate [redacted] with the clear understanding that he could call upon CD, SRD representatives, etc. when their substantive knowledge of security is called for.

4-5 I suggest we send two people. The primary candidate should be a senior PSE officer well versed in the current interplay between OP, OMS & OS. Secondly, let's send [redacted] along with her ODP input.

AUG 3 1993

OS REGISTRY

83-2487

2 August 1985

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Director of Security
Director of Medical Services
Director of Data Processing
Director of Communications

FROM: James N. Glerum
Director of Personnel

SUBJECT: Applicant Processing Communications System

25X1 The Deputy Director of Central Intelligence has approved a recent IG
25X1 Survey recommendation that the Executive Director establish a team chaired
by a senior OP officer with representatives from each Directorate, as well
as Office of Security, Office of Medical Services, Office of Data Processing,
and Office of Communications to establish a comprehensive applicant pro-
cessing communications system. The Executive Director has requested that
I form this team and I have appointed [] as the chairperson.
So that [] may plan the first meeting, please advise this office
by 10 August of your representative. Pertinent abstracts of the IG Report
are attached.

/s/ James N. Glerum

James N. Glerum

Attachment

cc: Executive Director

25X1 This Document becomes UNCLASSIFIED
when removed from CLASSIFIED Attachment

SECRET

X DDP-0713/20
CS-1416-72

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